

Okta Verify Enrollment of a Department of Transportation (DOT) Workstation Using PIV

Before starting the enrollment process, close out all browsers. If at any time during the enrollment process you have too many browsers open, you may need to clear your browser cache. To do that, see instructions at the end of this enrollment guide: [Clearing internet browsing cache for both Edge and Chrome](#).

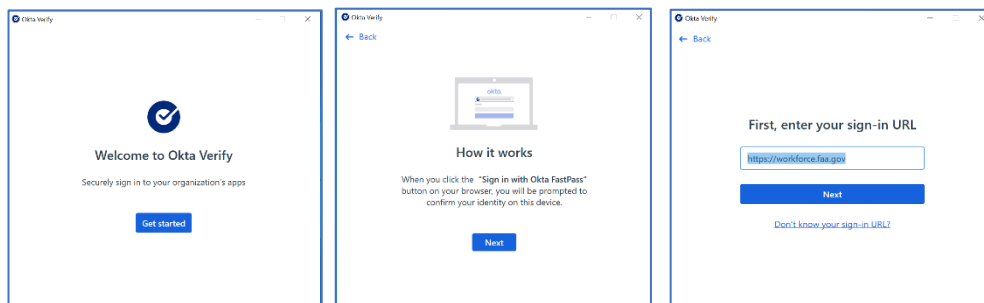
The following section outlines the steps necessary to complete the initial enrollment in Okta Verify with a PIV card.

1. Log into the DOT workstation.

2. Open the Okta Desktop application on your desktop.

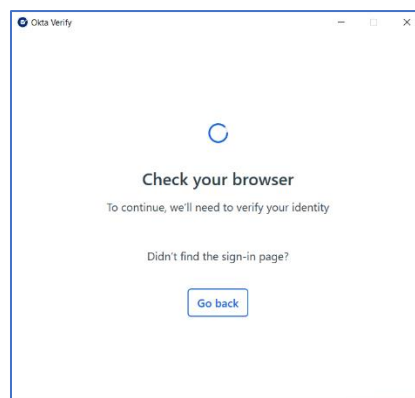


3. The first time you run Okta Verify on your desktop, you will be presented with a welcome screen. This welcome screen is shown when Okta hasn't been set up on a new GFE device. Press "Get Started," then "Next,". If the Organizations Sign-In URL is blank, input the following link when prompted: <https://workforce.faa.gov>. Press "Next".

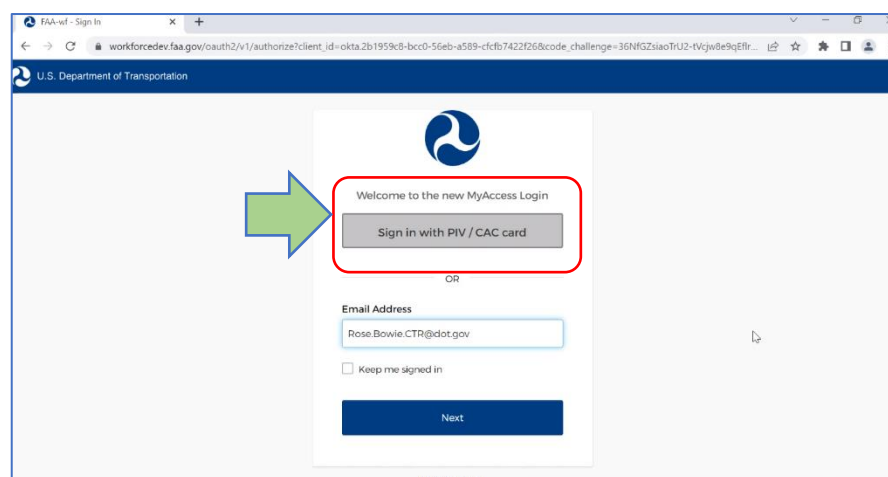


! If you have been issued a Logical Access Card (LAC) for a privileged account, remove it (your PIV card needs to remain connected) from the smart card reader or you may be prompted to input a PIN more than once.

4. Okta will open the default browser and verify your browser connection. The verification process continues in the browser.



- Once the browser page loads, select “Sign in with PIV/CAC card”. Then select your PIV authentication certificate and enter your PIN.

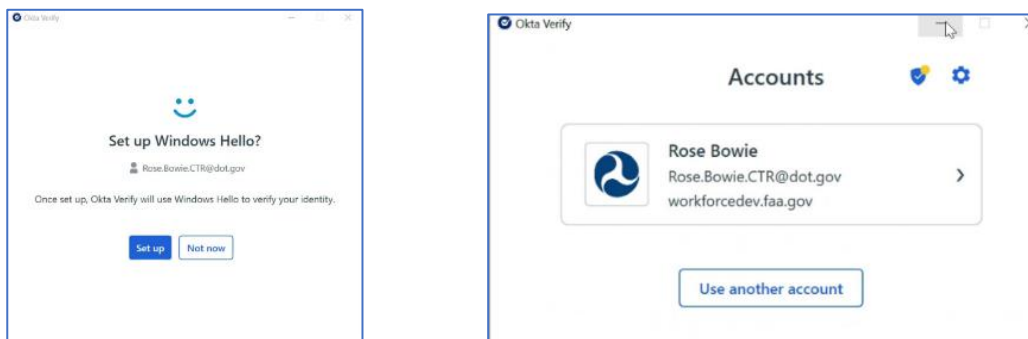


- The browser will then display “Your identity is verified.” You may close the browser and go back to the Okta Verify desktop window.



- The Okta Verify desktop application will present you with a panel that asks you to set up Windows Hello. Select “Not now” to skip setting up Windows Hello. (The Windows Hello feature is not available at this time.) The Okta Verify desktop

application will display your enrolled account. This step may take up to two minutes.



8. Close both the Okta Verify Desktop application and the browser.

Enrollment of your DOT desktop is now complete. If you have a DOT iPhone or mobile device, proceed to the next section.

Okta Enrollment for Government Furnished Equipment (GFE): iPhone and Mobile Devices

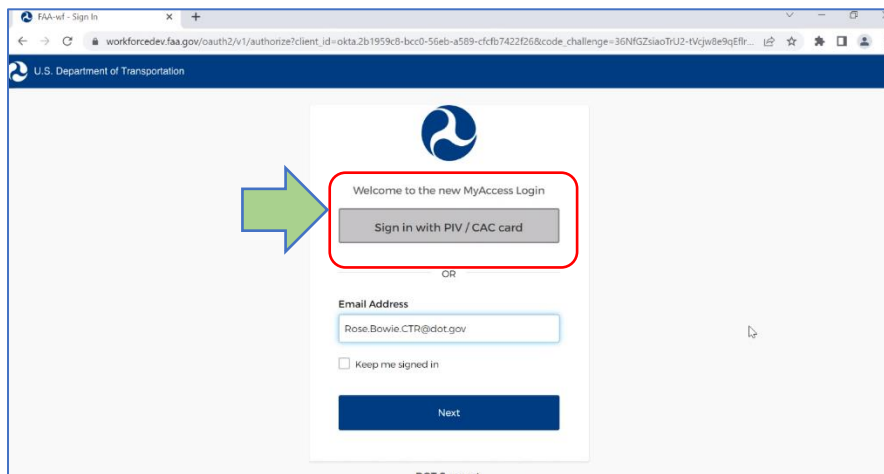
The following section outlines the procedures needed to enroll a new GFE iPhone or mobile device with Okta Verify.

1. On your Department of Transportation (DOT) workstation (not your mobile device), open the Microsoft Edge browser and navigate to the following link: <https://workforce.faa.gov/>.



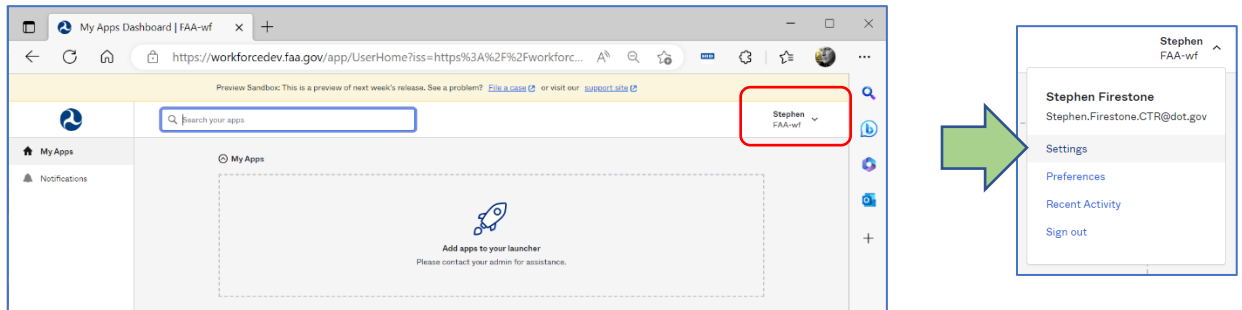
If you have been issued a Logical Access Card (LAC) for a privileged account, remove it (your PIV card needs to remain connected) from the smart card reader or you may be prompted to input a PIN more than once in the following steps.

If you have a DOT PIV card, click “Sign in with PIV / CAC card”. Select your PIV card authentication certificate when prompted and enter your PIN.

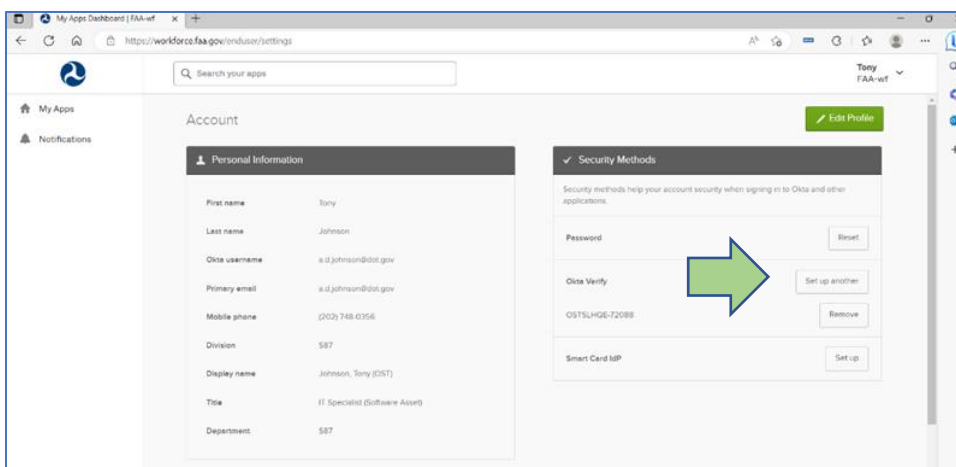


You will be logged into the Okta console.

2. On the right side of the Okta console, you will see a drop-down indicator. Click the drop-down arrow and select “Settings” to open the Okta Settings panel.

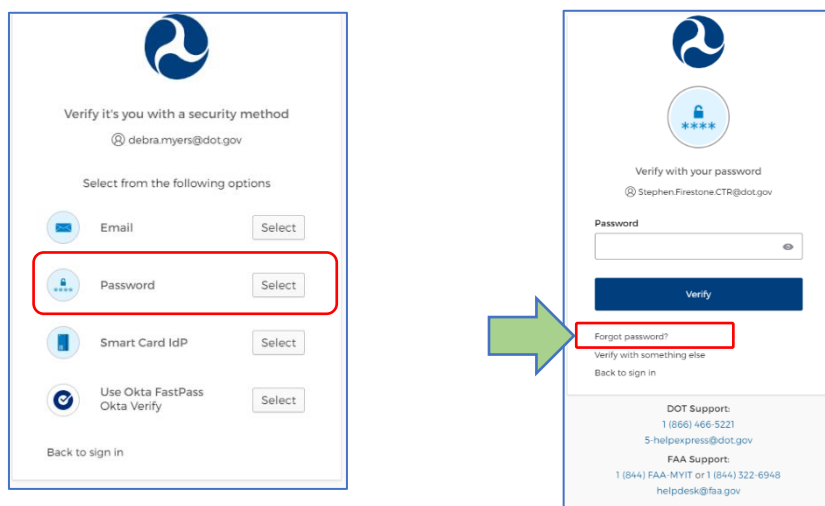


3. On the right side of the Settings panel, you will see a section labeled “Security Methods.” On the line for Okta Verify, select “Set up another.” Note: You may need to scroll down if to find “Security Methods” depending upon the size of your screen.



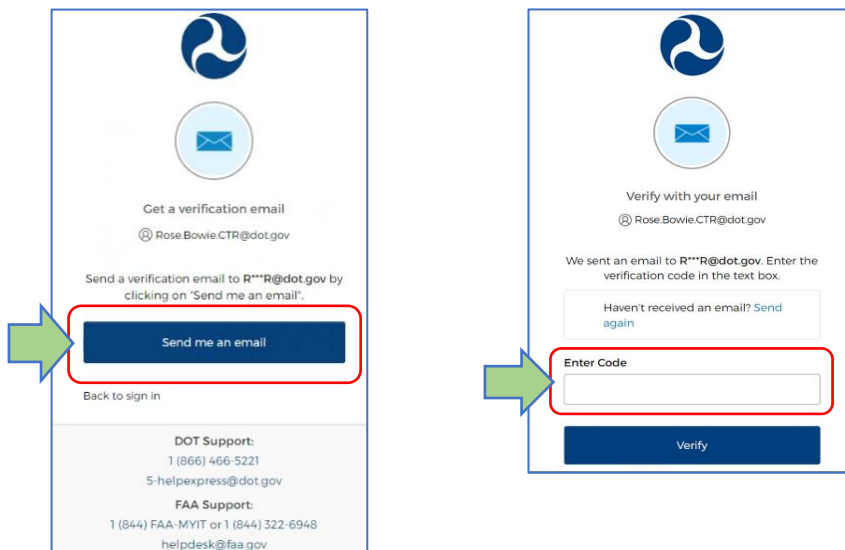
- A panel will load to verify your identity. Select "Password. On your browser you will see a screen asking you to input a password. Select "Forgot Password."

! *Do not enter your DOT network password in the Password field. The following steps will guide you through the process of setting an Okta password which is separate from your DOT network password.*



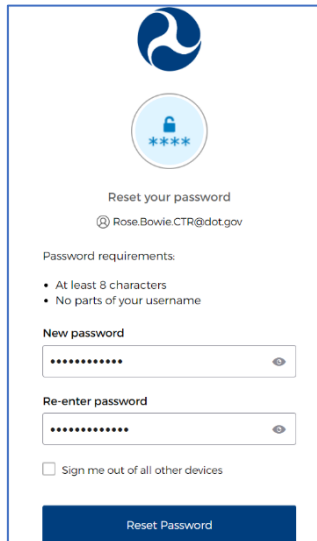
- The page will provide a button to send you an email verification. Press "Send me an Email." You will receive an email containing a one-time passcode to verify your identity. Enter the code from the email in the dialog box on your browser and press "Verify."

! *The passcode expiration time is 5 minutes.*

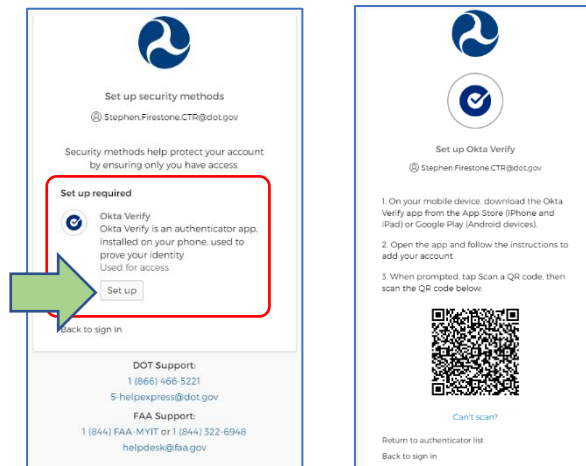


6. After you input the code from the verification email, you will be prompted to create a new password. Input your new password twice then press “Reset Password.”

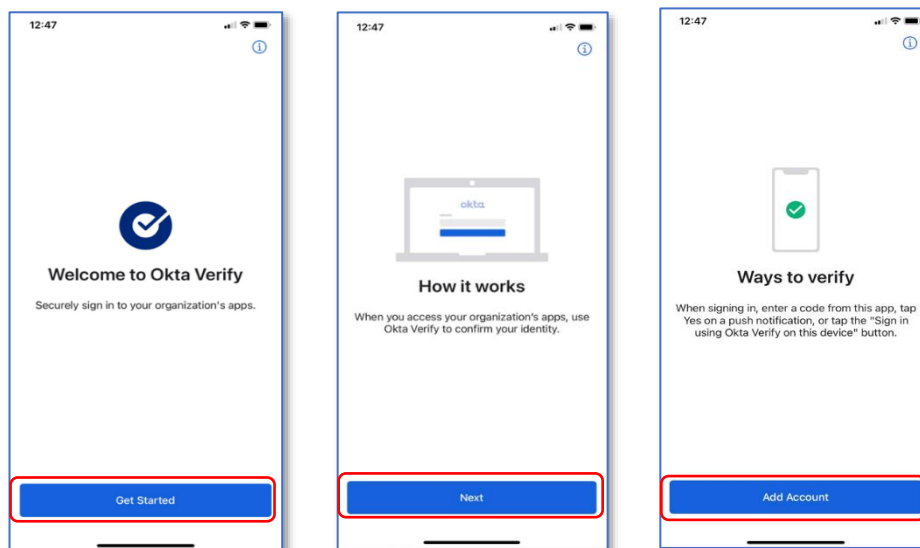
This password only needs to be set once. Once a password is set you can use it any time Okta requests a password.



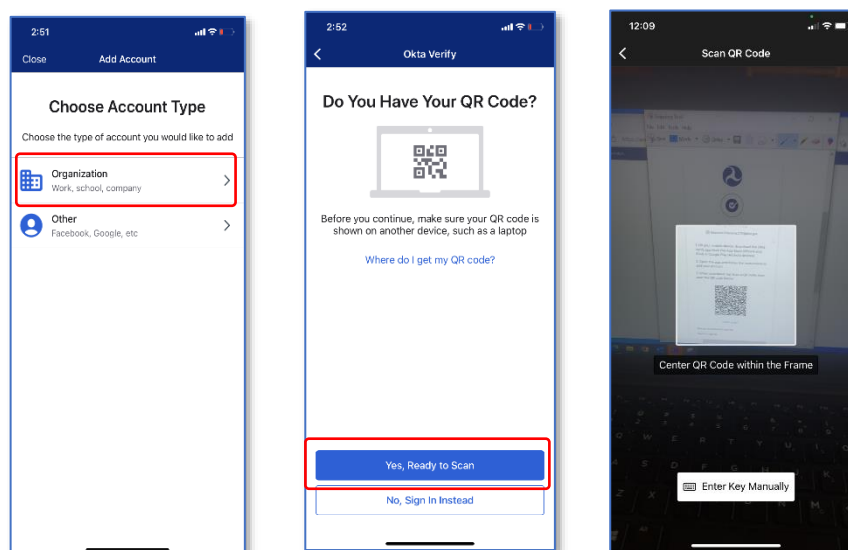
7. The panel to set up a new security method (set up security methods) will appear. In the center of the panel, you will see Okta Verify listed. Select “Set up.” A Quick Response (QR) code will appear on the screen.



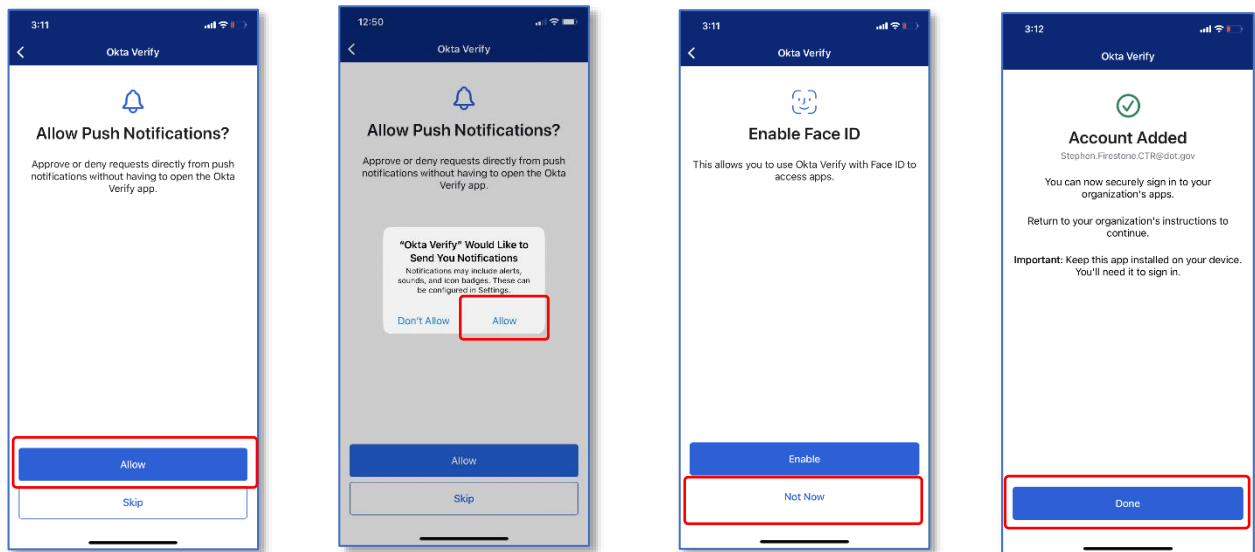
8. Unlock your GFE managed iPhone or mobile device and open the Okta Verify application. Select “Get Started,” then “Next,” then select “Add Account.”



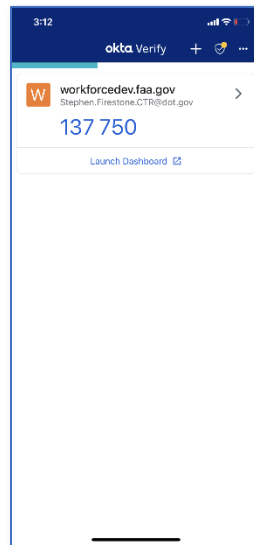
9. Select “Organization” as the Account Type. You should be presented with a screen preparing for you to scan the QR code you generated in the previous steps. Press “Yes, Ready to Scan.” If you receive a request that says, “Okta Verify would like to access the camera,” select “OK”. Note: if you do not complete these steps within 5 minutes, it will time out.



10. Aim the iPhone's rear camera at the QR code displayed in Okta Verify on the screen of your DOT workstation and place the QR code within the square on the camera. Once the QR code is inside the square, the application will automatically read it and proceed with adding your enrollment.
11. You will see a page asking to Allow Push Notifications, select "Allow." When you see another request saying "'Okta Verify' would like to send you notifications," select "Allow."
12. On your mobile device, the next screen will ask you if you want to enable Face ID. Select "Not Now."
13. You will then see the message "Account Added." Select "Done."



14. You will now see the main screen for Okta Verify for the phone. This is the screen you will see any time you open Okta Verify on your phone and authenticate your login. Okta can now be used on this device for providing multi-factor authentication (MFA) for applications.



Thank you for enrolling your devices in Okta. You may return to the home screen on your iPhone or mobile device. The Okta enrollment of your GFE iPhone or mobile device is now complete.

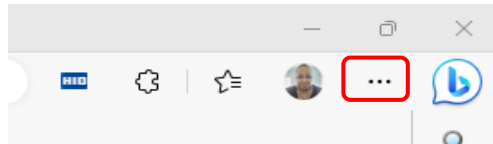
Note: There are some unique situations where you may need additional instructions to complete Okta Verify enrollment for secondary devices. Please contact OCIOClientCenter@dot.gov for instructions if either of the following situations apply to you:

1. You do not have a working PIV card and need to enroll a second workstation.
2. You need to enroll additional mobile devices and don't have access to the workstation that you already enrolled in Okta Verify.

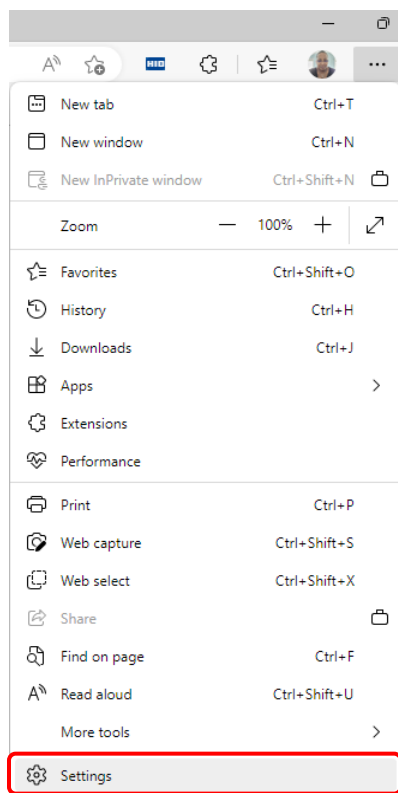
***If you have a working PIV card and you need to enroll a second workstation or mobile device, follow the Okta Enrollment of DOT workstation with PIV enrollment guide.**

How to Clear Your Internet Browsing Cache in Edge

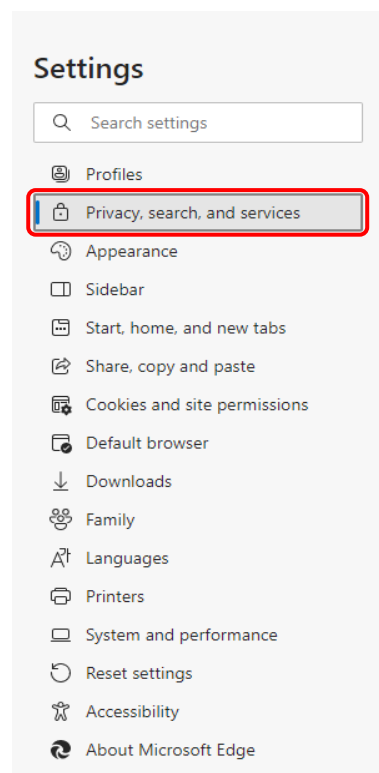
Select the **3 buttons** in the top right corner of your Edge browser



Select Settings



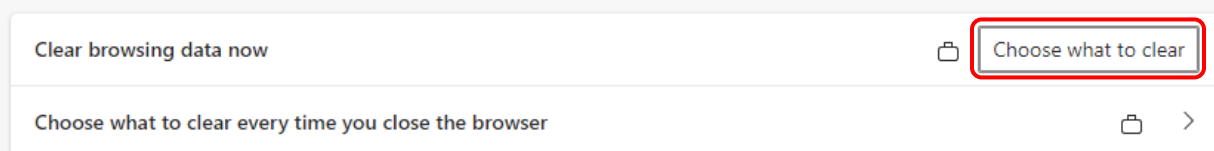
Select Privacy, search, and services



Under **Clear browsing data**, select **Choose what to clear**

Clear browsing data

This includes history, passwords, cookies, and more. Only data from this profile will be deleted. [Manage your data](#)



Select the drop-down box for **Time range** and change from **Last hour** to **7 days**.

Clear browsing data

Time range

Last hour

Last hour

Last 24 hours

Last 7 days

Last 4 weeks

All time

☒ **Cached images and files**
Frees up less than 261 MB. Some sites may load more

[Clear browsing data for Internet Explorer mode](#)

Sync is turned off. When you turn on sync, this data will be cleared across all synced devices signed in to Rose.Bowie@ad.dot.gov. To clear browsing data from this device only, [sign out first](#).

Clear now

Cancel

Clear browsing data

Time range

Last 7 days

Last hour

Last 24 hours

Last 7 days

Last 4 weeks

All time

☒ **Cached images and files**
Frees up less than 261 MB. Some sites may load more

[Clear browsing data for Internet Explorer mode](#)

Sync is turned off. When you turn on sync, this data will be cleared across all synced devices signed in to Rose.Bowie@ad.dot.gov. To clear browsing data from this device only, [sign out first](#).

Clear now

Cancel

Leave the defaulted options checked and select **Clear now**

Clear browsing data

Time range

Last 7 days

☐ **Browsing history**
151 items. Includes autocompletions in the address bar.

☐ **Download history**
None

☒ **Cookies and other site data**
From 28 sites. Signs you out of most sites.

☒ **Cached images and files**
Frees up less than 261 MB. Some sites may load more

[Clear browsing data for Internet Explorer mode](#)

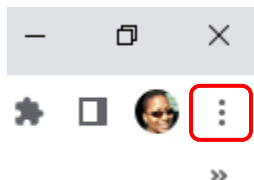
Sync is turned off. When you turn on sync, this data will be cleared across all synced devices signed in to Rose.Bowie@ad.dot.gov. To clear browsing data from this device only, [sign out first](#).

Clear now

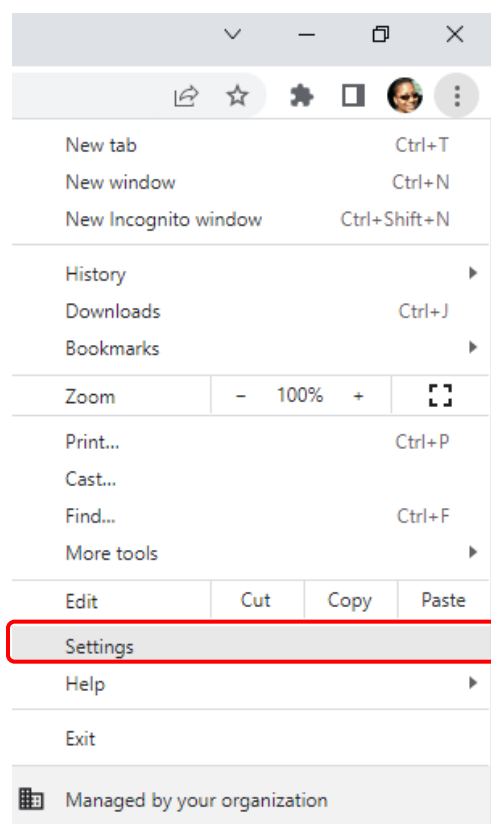
Cancel

How to Clear Your Internet Browsing Cache in Chrome

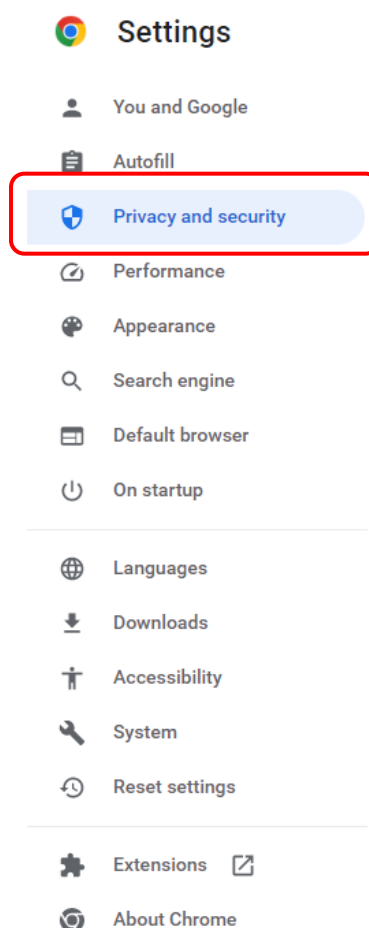
Select the **3 buttons** in the top right corner of your Chrome browser



Select **Settings**

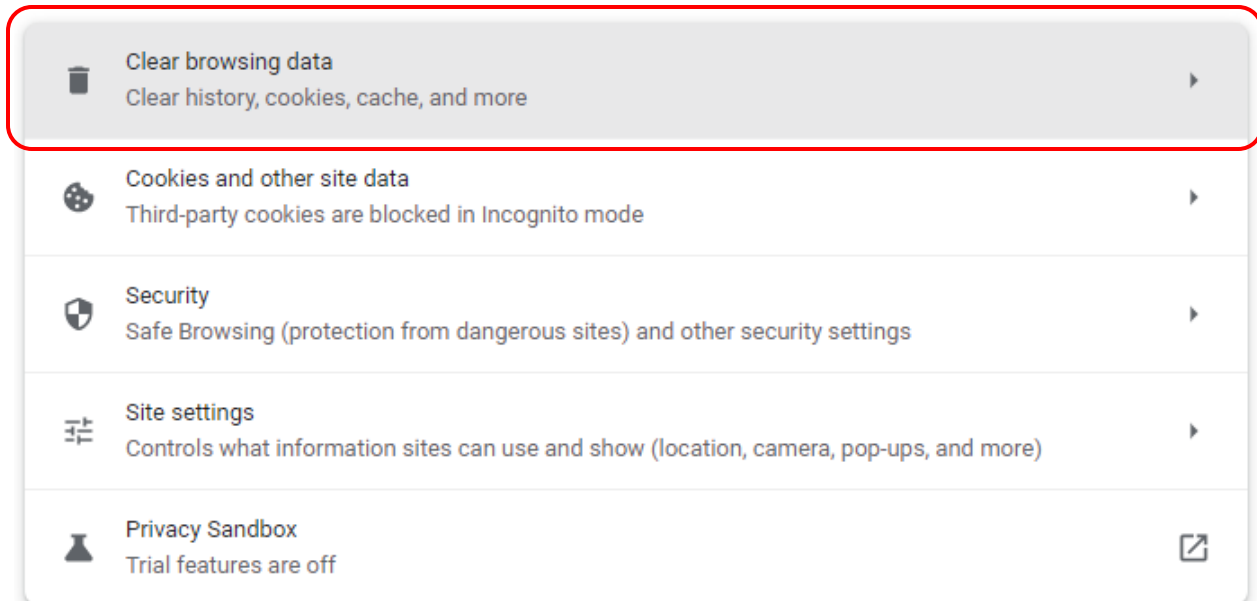


Select **Privacy and security**



In the middle of your screen, under **Privacy and security** select **Clear browsing data**

Privacy and security



Select the drop-down box for **Time range** and change from **Last hour** to **7 days**. Leave the other defaulted options checked and then select **Clear data**.

